

HUNTINGTON BEACH CITY SCHOOL DISTRICT
FOOD SERVICES DEPARTMENT
UNPAID MEAL CHARGE POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the district.

The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

Procedures:

The Food Services Department of Huntington Beach City School District does not allow students to borrow money and/or incur negative charges.

If a student does not have enough funds to purchase their meal, the following steps will be taken:

Elementary school (except Peterson Elementary)

- Only fruit or vegetable with a drink (milk or juice) will be given to the student.
- Students are allowed to purchase a la carte items.
- Students are informed of insufficient balance by:
 - Food Services staff will discreetly remind students regarding low balance in their account.
- Student who may owe money to the office for prior day's meals and only has exact amount of payment for the day will be allowed to purchase a meal for the day.
- Parents are informed of their child's insufficient balance by:
 - School Office staff will call, text, send a memo and/or email households regarding insufficient balance

Peterson Elementary school

- Only fruit or vegetable with a drink (milk or juice) will be given to the student.
- Students are allowed to purchase a la carte items.
- Students are informed of insufficient balance by:
 - Food Services staff will discreetly remind students regarding low balance in their account.
- Parents are informed of their child's insufficient balance by:
 - Food Services staff will provide a memo to the student with insufficient balance to purchase a meal so they can take it home.

Secondary School

- Only fruit or vegetable with a drink (milk or juice) will be given to the student
- Students are informed of insufficient balance by:
 - Food Services staff will discreetly remind students regarding low balance in their account.
- Parents are informed of their child's insufficient balance by:

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- Food Services staff will provide a memo to the student with insufficient balance to purchase a meal so they can take it home.
- Food Services office may contact parents by phone.

Payments to Nutrition Services

- Parents are encourage to make payments with a check, cash or through our online payment company www.MySchoolBucks.com
- If paying by check, please write the student's last name or permanent ID on the memo line.
- www.MySchoolBucks.com allows parents to pay online and to monitor the balance in their child's account.

Free or Reduced Meal Program

- If a household is unable to pay for their child's meal, they are strongly encouraged to apply for the free and/or reduced meals.
- Applications are accepted at any time throughout the year.
 - Parents can apply by completing a paper application. Paper applications can take up to 10 school days to process.
 - Households will be held accountable for any charges incurred until the application is approved. Application result letters are mailed home.

Policy Communication

- Families will receive a written copy of the Unpaid Meal Charge Policy at the beginning of each school year or when the family transfers to the District.
- School Administration will receive a written copy of the Unpaid Meal Charge Policy at the beginning of each school year.
- Nutrition Services staff will receive training and review of the policy at the beginning of year meeting. All new hires will receive training during their new hire orientation.

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